

**W-2 Agency, Voluntary Resettlement Agency, MAA and TAG Road to Work (RtW) Agency
Memorandum of Understanding**

The TAG RtW grant awarded agencies must complete a MOU with the local Wisconsin Works (W-2) agency, private Refugee Resettlement agency, and MAA to coordinate in the planning and provision of program services to refugees.

I. Purpose

The purpose of this MOU is to ensure that the refugee employment services are coordinated with refugee resettlement services, the local Wisconsin Works (W-2) agency, and MAA, including bilingual case management, joint employability planning, and supportive services.

II. Parties and Agreement Period

A. This Memorandum of Understanding is between:

(1) **the refugee employment agency** whose business address is _____ and whose employee responsible for day-to-day administration of this agreement is _____ .

(2) **the refugee resettlement agency** (or refugee Voluntary Agency "VOLAG") whose business address is _____ and whose employee responsible for day-to-day administration of this agreement is _____

(3) **the Wisconsin Works (W-2) Agency** whose business address is _____ and whose employee responsible for day-to-day administration of this agreement is _____

(4) **the Mutual Assistance Association (MAA)** whose business address is _____ and whose employee responsible for day-to-day administration of this agreement is _____.

(5) **and the Workforce Development Board (WDB)** whose business address is _____ and whose employee responsible for day-to-day administration of this agreement is _____.

B. This MOU is to be effective for the period _____ (enter start and end dates).

III. Program Assurances

This MOU will coordinate referrals and case management for refugees participating in Refugee Employment and W-2 programs. SS and Refugee Employment program(s) participants are also often participating in the W-2/FSET program and eligible for support services provided by voluntary resettlement agencies as well. Additionally, TAG Road to Work program participants are eligible for Social Services, Orientation, and Employment and Training programs or other services provided by MAAs, who have close cultural and language ties to the target population. By clarifying each agency's role in the program, this MOU will reduce duplication and enhance program services delivery by leveraging all resources available.

Goals of this MOU include:

A. **Inter-Agency Coordination.** Each partner will participate in and cooperate with each other's efforts to develop the training needs assessment, barrier screening, joint planning, monitoring of progress, and coordinate services delivery and follow-up.

B. **Referral Systems.** The client selection, flow, notification of referral, content of referral information, employability plan for each client, confidentiality releases, and follow-up responsibilities will be clarified

so that each refugee participant and each partner agency clearly understand the flow of service delivery, the responsibilities of each staff, and the elements and timing of each service component.

IV. Agency Responsibility

The refugee employment agency, W-2 agency, VOLAG, Workforce Development Board, and MAA must provide a written description detailing their respective roles and responsibilities in program services delivery (agencies should elaborate on the following sample language as needed):

Potential enrollees will be identified by/ referred by

Participants will be selected by

Participants will be referred to _____ for the purposes of _____.

The referral form will specify the services to be provided, the duration and will include a copy of the individualized Employability Plan.

_____ will inform the W-2 agency of the hours of participation of each refugee. Upon completion/termination of the _____ service, _____ will notify _____ that the service has been completed and the reason for any termination.

The roles and responsibilities of each partner are outlined in the Attachment D1. Partners should clearly mark all appropriate boxes, indicating responsibilities each partner will perform. If the agency has the capacity to provide services not listed on the chart, please add these services to the chart.

The Roles & Responsibilities Chart (Attachment D1) must be completed and submitted with the signed copy of this Memo of Understanding.

V. Signatures

This MOU is agreed upon and approved by the authorized representatives of the refugee employment agency, the refugee resettlement agency, the W-2 agency, and MAA as indicated below.

For Refugee Employment Agency

[Typed Name]
[Title]

Date

For Refugee Resettlement Agency

[Typed Name]
[Title]

Date

For Wisconsin Works (W-2) Agency

[Typed Name]

Date

For Mutual Assistance Association (MAA)

[Typed Name]

Date

For Workforce Development Board (WDB)

[Typed Name]

Date